***INFORMATION SHEET FOR SENIOR PROJECT MENTORS***

**What is your role?**

You are an important person for the senior with whom you are working, because ultimately you must verify that the student has completed at least 15 hours of work on the physical portion of their project. You will offer direction, advice, perhaps a place to work, and/or some assistance, but the project is to be completed by the student.

**How much time will you spend with the student?**

You will not be asked to spend that much time with the student, however your expertise and guidance is needed. The student needs to be in contact with you so you are aware that the project is progressing. In the end, the student must prove to you that he/she has legitimately met the 15 hour requirement and the project has been completed by the appropriate date. Not all 15 hours have to be spent with you.

**Forms & Obligations:**

* Mentor Commitment Form
* Review Project Proposal
* Project completed/Verification Form
  + Verifying that student completed 15 hours of service

**Ready to Move Forward:**

* Please ensure that the student has a current email to provide to me so that I can communicate with you as necessary.
* Once the student’s Project Proposal has been approved, the student should let you know of their project approval.
* You may receive an email indicating either that,

1. The project has been approved, and you may move forward with it, or
2. The project has been approved with corrections that MUST be implemented and followed through.

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